



Facility Reservations

Reservations may be made after January 1 for the current year only. Facilities are reserved using block scheduling. The reservation fee is \$40.00 before 2 p.m., \$40.00 after 2 p.m., or \$75.00 for the day.

Reservations can be made online or in person.

Online reservations will receive a \$5 discount on the rental fee. Permits will be emailed or arrangements can be made to pick them up during regular office hours. Permits and receipts will always be available in your Parks & Recreation account.

Reservation Holder **MUST** ensure all participants are aware of all the rules and regulations below concerning park use.

Facility Reservation Rules and Regulations

- ★ Should anyone refuse to recognize your permit, Lessee is requested to contact the Waynesboro Police Department and proper action will be taken.
- ★ Cancellations must be made in writing 10 working days prior to the event date for refund (minus a \$5 processing fee). Facility reservation are null and void, if cancelled. There are no rain dates.
- ★ Parks open at sunrise and close at sunset.
- ★ The fee paid is a 'reservation fee' and reserves only the area indicated on your permit. Please confine your activities to this area. If you require a larger area, please complete the Parks and Recreation Event Application.
- ★ Parks & Recreation cannot guarantee the condition of shelters.
- ★ No alcoholic beverages are permitted in the parks.
- ★ No vehicles are permitted access to the reserved area above except by special written permit.
- ★ If you are reserving NORTH PARK/RIDGEVIEW PARK and require WATER, you must come by the office two working days prior to date of reservation to receive a water key. A \$20.00 refundable cash deposit is required to release the key.
- ★ **Should it become necessary for Parks & Recreation to repair damages incurred during your event, hourly labor charges/material costs will incur and will be the full responsibility of the Lessee named above**
- ★ Do not remove any picnic tables from shelter. You may rearrange tables but you must put them back as they were. Parks & Recreation cannot guarantee the number of tables located at any shelter.
- ★ Do not use tape, tacks, staples, nails, etc. to hang decorations on the shelters. You may tie signs, streamers, balloons, etc. on the shelter but **you must remove all items before leaving the shelter.**
- ★ NO gas/charcoal grills are permitted under shelters. Do NOT dump hot coals in trash cans.